

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
July 2, 2018

ATTENDANCE: Commissioners: David Brown, Chair; Debora Goldstein;
Pamela Parkington; Treasurer: Johnnie Mae Weldon

STAFF: Kevin Barber, General Manager; Ron Scofield, Asst. General Mgr.

OTHERS: Matt Allred (Bliss Allred & Co.)¹
Peter Johnson (CMEEC Ratepayer Representative)

CALL TO ORDER

Commissioner Brown called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

MINUTES OF MEETING

June 25, 2018 Special Meeting

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF JUNE 25, 2018 SPECIAL MEETING AS PRESENTED.**
**** COMMISSIONER BROWN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Allred reviewed the Financial Highlights with the Commission. Total Income was \$9,364,323, a decrease of 0.58% over last year. Total Expense was \$9,040,693, a decrease of 6.28% over last year. Other Income is \$1,683,505, an increase of 373%. Net Income Before

¹ Matt Allred was on the phone and confirmed that he could hear us and we could hear him.

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Rate Stabilization was \$1,986,896, an increase of 2047%. Net Income was \$2,026,637, an increase of 48% over the previous year.

Cash Balances continue to be in good shape. The Capital Improvement Fund is approximately \$1,998,155 due to the recent CMEEC Equity Distribution. The Outstanding Principal Balance with CMEEC continues to decrease with a current balance of \$3,188,764.

At this time, Mr. Allred was disconnected on the phone and Mr. Barber finished the review of the financials with the Commission.

KPI's – The Actual Rate of Return on Rate Base continues to be high, most in part due to the CMEEC Equity Distribution. Rate Stabilization is still above the target of \$3MM, but should start to show a slow decrease now that the CMEEC Billable Rate and PCA have been adjusted for the new fiscal year.

PCA –Mr. Barber reviewed the PCA spreadsheet with the Commission. He pointed out in the projection sheets the change for the new fiscal year in both the CMEEC Billable Rate and PCA. He also introduced a new graph to the Commission called Rate Stabilization Balance Forecast which will be included in all future monthly financials.

HOLIDAY PARTY DATE SELECTION

The Commission reviewed the calendar for December 2018 to select a date for the Holiday Party. A date of Thursday, December 13, 2018 was chosen. The Commission has requested Mr. Scofield to contact Mr. Bove to see if the South Norwalk Boat Club is available for this date. If so, Mr. Scofield should ask Mr. Bove to please book the date for TTD.

APPOINTMENT TO TOD STUDY OVERSIGHT/STEERING COMMITTEE

Commissioner Goldstein explained that there remains one seat available on the Committee for the District and asked if anyone was interested in filling the spot other than herself. There was no interest from anyone else for the position.

Commissioner Brown nominated Commission Goldstein. There were no other nominations.

**** COMMISSIONER BROWN MOTIONED TO APPOINT COMMISSIONER GOLDSTEIN AS THE REPRESENTATIVE OF THIRD TAXING DISTRICT ON THE TOD STUDY OVERSIGHT/STEERING COMMITTEE.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

REVIEW OF PURCHASING POLICY

Mr. Barber explained that based on recent conversations, he is proposing changes to Item #6 of the Purchasing Policy as follows:

“... Notwithstanding the above:

- a) Any project that exceeds \$100,000 for extensive renovation or repair of assets shall come back to the commission for re-approval.
- b) All purchases with any single item to be purchased or leased exceeding \$00,000 must be brought before the Commission for approval at a Regular or Special meeting.
- c) All capital purchases for the District that exceed \$10,000 must be brought before the Commission for approval at a Regular or Special meeting.”

The Commission discussed the proposed changes in detail and what projects could be affected by the changes for both the Electric Company and the District.

**** COMMISSIONER GOLDSTEIN MOVED TO STRIKE “C’ FROM THE PROPOSED PURCHASING POLICY AS IT IS APPROVED IN THE DISTRICT BUDGET BY THE RATEPAYERS.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** COMMISSIONER GOLDSTEIN ADDED A FRIENDLY AMENDMENT TO HER MOTION TO CHANGE \$00,000 TO \$100,000 IN “B” OF THE PROPOSED PURCHASING POLICY.**

**** COMMISSIONER PARKINGTON SECONDED.**

The Commission continued to discuss the proposed changes and their effect. Commissioner Brown was not in favor of having both the striking of “c” and the change to “b” in the same motion.

**** COMMISSIONER GOLDSTEIN WITHDREW HER MOTION.**

**** COMMISSIONER GOLDSTEIN MOVED TO STRIKE “C” FROM THE PROPOSED PURCHASING POLICY.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** 2 IN FAVOR (COMMISSIONERS PARKINGTON & GOLDSTEIN)**

**** 1 OPPOSED (COMMISSIONER BROWN)**

**** THE MOTION PASSED 2 TO 1.**

**** COMMISSIONER BROWN MOVED TO APPROVE THE CHANGE IN “B” FROM \$00,000 TO \$100,000.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

LIBRARY ROOF UPDATE

Mr. Barber informed the Commission that the contractor has submitted an invoice in the amount of \$21,600 to Gill & Gill for the base project cost of the library roof which Gill & Gill has approved and forwarded to TTD. Mr. Barber will be submitting the invoice for payment as soon as possible.

Gill & Gill and the contractor are still in negotiation about the add-ons for the roof project. The contractor states the additional cost for the add-ons is \$18,890 and Gill & Gill calculated the add-ons to be \$15,363, a difference of \$3,527. Once the matter has been settled, Mr. Barber will report back to the Commission. The original approved amount for the library roof was \$31,230, which was for the base price and any change orders for add-ons that may have occurred.

An additional allocation will be required to cover the add-ons, once the matter is settled.

GENERAL MANAGER'S REPORT

APPA Conference Report

Mr. Barber attended the APPA Conference in New Orleans from June 16 to June 20, 2018. He attended numerous general and break-out sessions. He informed the Commission that he has access to all the presentations and would be happy to obtain any of the presentations for any of the Commissioners. Each Commissioner will be in touch with Mr. Barber individually with their requests.

DISC Assessment Update

Mr. Barber was in contact with Dr. Ashley Miles, who had conducted the DISC Assessment for the CMEEC Board. He asked about having an assessment conducted for the TTD Board and staff. Dr. Miles has sent out the questionnaire to those members who did not take the assessment through CMEEC. To date, Commissioner Parkington and Treasurer Weldon have not taken the survey. Dr. Miles and/or Mr. Barber will be forwarding the link to them again in order for them to complete the assessment. Once everyone has completed the assessment, Dr. Miles will write up a final report for TTD Board and staff.

PROJECT SUMMARY

T3 – Mike Adams will be going to ABB for the witness testing on July 16 and 17.

Public Relations/Marketing – Commissioner Brown would like to see the website updated with current photos and bios. He reviewed a list of what is needed.

Photos – Johnnie Mae Weldon, Pam Parkington, Ron Scofield, David Brown, Peter Johnson and TTD staff

Bios – Pam Parkington, David Brown, Peter Johnson, Debora Goldstein

State Projects – Commissioner Goldstein asked whether or not Mr. Barber had received the updated list of properties. He replied not yet. She told Mr. Barber she would contact Jim Fallon on his behalf if need be to obtain the updated list.

**** COMMISSIONER BROWN MOVED TO SUSPEND THE RULES AND ADD AN AGENDA ITEM #10 EXECUTIVE SESSION WITH THE SUBJECT UPDATE ON SECURITY THREAT.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

EXECUTIVE SESSION

- Update on Security Threat

**** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS UPDATE ON SECURITY THREAT.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, General Manager, Assistant General Manager, Executive Assistant and CMEEC Ratepayer Representative entered into Executive Session at 8:45 p.m.

The Commissioners, Treasurer, General Manager, Assistant General Manager, Executive Assistant and CMEEC Ratepayer Representative returned to public session at 8:55 p.m.

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ADJOURNMENT

**** COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.
** COMMISSIONER PARKINGTON SECONDED.
** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:56 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District